SDAP REQUEST PROCESS AND FORMAT

The following OPNAV N130 process has been developed to establish the method for submitting requests for SDAP changes.

      1. SDAP is a monthly pay used to help obtain high quality enlisted personnel for designated special duty assignments (SDAs) that are extremely difficult or involve an unusual degree of responsibility.

      2. Submit the SDAP change request in the attached format. The request must include clear and concise justification, as well as budget impact (in whole dollar amounts).

      3. All requests must be routed through the appropriate chain-of-command to BUPERS-32 Enlisted Community Manager (ECM). The ECM will review and comment via official endorsement, then forward requests to the appropriate Fleet Readiness Integrators.

      4. The rating ECM will review and comment, then forward the request to the SDAP Liaison ECM (currently AWRCS (NAC/AW/SW) Gary A. Bryant, gary.bryant@navy.mil). The SDAP Liaison ECM will review all requests for completeness, and then hold them until requested from N130.

From: Commander, Aviation Enlisted Community Manager (BUPERS-323)
To: Chief of Naval Personnel (N13)

Subj: SPECIAL DUTY ASSIGNMENT PAY EXCEPTION TO POLICY ICO
       TO PAY AVIATION RESCUE SWIMMERS OVER BA

1. **Request**
   - Bottom line up front: statement of who, where, how much is requested
   - Provide a brief statement explaining the request for SDAP. Reference the stated criteria in the OPNAVINST and/or other applicable references.
   - Provide a brief description of target community.
   - Provide any limitations on eligibility (type of duty, location, etc.):

2. **History**
   - Provide a brief history of the skill being requested for SDAP eligibility. Support background with other documentation as required.
   - Provide a history of Special and Incentive pays for the target community, including SRB, AIP, SUBPAY, DEMO Pay, previous SDAP requests/eligibility, etc.
   - Include a discussion on similar commands/communities, and why they are or are not included in this request. For example, if requesting SDAP for Sailors at ATG Norfolk, include all other ATG commands, and why SDAP is not requested for them. Similarly, if requesting SDAP for a community that has similar responsibilities as a community already eligible, a comparison of the two communities may be included here.

3. **Manning**
   - Manning data for the past year, including BA and actual manning; current BA and COB; and projected BA and manning for at least the next two FY.
   - Any expected major changes to BA or manning should be clearly addresses, including any changes expected as a result of the requested SDAP. If SDAP has been authorized in the past, include manning data related to implementation, changes, and/or removal of eligibility.

4. **Impact: Why SDAP Is Needed**
   - State consequences of approval and disapproval of this request. Include positive and negative outcomes. Include any foreseeable consequences related to requested community and other communities.
   - Justification for SDAP. Include discussion of relationship between SDAP, SRB, and other programs, and the effect of reducing or terminating SDAP.

5. **Budget Impact**
   - Using the below tables, insert the projected budget for each individual skill:

	FY-1	FY Current	FY+1	FY+2
BA				
COB	(Past manning)	(COB)	(Projected)	(Projected)
Estimated Cost	N/A	COB*12*SDAP$	Proj*12*SDAP$	Proj*12*SDAP$
Max Cost	N/A	BA*12*SDAP$	BA*12*SDAP$	BA*12*SDAP$

      o In the FY Current column insert the current manning numbers for billets that will be SDAP eligible if request is approved.

      o In the FY+1 and FY+2 columns insert projected numbers if SDAP is approved.
- Costs should be annual cost:
- #takers x amount SDAP requested per month x 12 months

      o If a tiered level model or multiple NECs are requested, list each separately, but combine the totals.

6. **Message/Note Example**
   - Fill in below for what the skill listing in the SDAP NAVADMIN will look like if approved. See current eligibility list for examples.

BUPERS Code: Identifies in which section of the eligibility list the requested skill belongs (these are listed at the top of each section, next to the Tab letter (A-N). If appropriate code is not listed, indicate which code it is, and identify it as a new letter.

Billet (NEC): How the skill is coded.

Pay Level: as requested. If multiple levels based on other-than-UIC, there should be an accompanying note describing how levels are determined.

Billet Identification: Skill name.

Note: Indicate which current notes are applicable to this skill, and provide any new notes that will need to be applied.

UIC: Do not list UICs if the request is not limited to only certain commands; if all of a certain type of command is to be eligible, provide a brief description rather than each UIC. For example, instead of listing the UIC for all DDGs, just indicate "All DDGs".

Unit Description: When listing UICs, name each UIC, either spelled out or abbreviated.

C. O. Skipper
USS UNDERWAY